



## APPLICATION FOR LEAVE OF ABSENCE - SICK LEAVE / ANNUAL LEAVE / RETENTION LEAVE

### Section 1: EMPLOYEE DETAILS

Person ID	<input type="text"/>	Family Name	<input type="text"/>	Given Name(s)	<input type="text"/>
Location	<input type="text"/>			Location Number	<input type="text"/>
Job Title	<input type="text"/>			Classification	<input type="text"/>
Telephone	<input type="text"/>	E-mail	<input type="text"/>		

### Section 2: LEAVE DETAILS

<b>Type of Leave:</b> <small>Please mark with Ticks where appropriate</small>	<input type="checkbox"/> Annual Leave	<input type="checkbox"/> Retention Leave	<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Medical certificate attached?
	<input type="checkbox"/> Payment is required at commencement of Leave? (Pay in advance)		<input type="checkbox"/> Paid Partner Leave (applicable to PSM employees only)	<input type="checkbox"/> Sick leave for family carers?

#### Period of Leave:

<input type="text"/>	TO	<input type="text"/>
Total working days absent (eg. 1.0)		<input type="text"/>
Total working hours absent (hh:mm)		<input type="text"/>

and

#### In conjunction with full flexidays:

<input type="text"/>	AND	<input type="text"/>
Does this application of leave constitute in part or in full, a purchased leave agreement? Yes <input type="checkbox"/> No <input type="checkbox"/>		

### Work pattern (Roster) Details - Part Time Employees (not applicable to Schooling Sector Teachers)

**\*\*PLEASE NOTE:** Should existing work pattern records held by state office differ from those stated (below), roster advice details submitted within this form will be used to update current work pattern records.

Work pattern (new roster) for all hours worked at this location*													Hours per week:		
Week	Mon		Tues		Wed		Thurs		Fri		Sat		Sun		<input type="text"/> as of <input type="text"/>
	hh	mm	hh	mm	hh	mm	hh	mm	hh	mm	hh	mm	hh	mm	
Non-pay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

\*Do not include details of hours worked at any other DECD locations/schools. Other VL154 applications are required for appointments at other locations. I hereby authorise all salary adjustments that may result from this leave application. I understand that I must obtain written approval before undertaking any employment whilst on this leave and that failure to do so may result in formal disciplinary action.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

### Section 3: RECOMMENDATION - SUPERVISING OFFICER

**I hereby recommend approval of this application for leave and verify the applicant's work pattern details as correct and current.**

Please print name	<input type="text"/>	Position	<input type="text"/>
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\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### Section 4: PRINCIPAL/ PRESCHOOL DIRECTOR / LINE MANAGER APPROVAL: *Subject to Entitlement*

Please print name	<input type="text"/>	Position	<input type="text"/>
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\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### Section 5: PAYROLL USE ONLY

RR0073

Maintain Work Absence

ENTERED BY	CHECKED BY
.....	.....
/ /	/ /

## NOTES FOR GUIDANCE IN THE USE OF THIS FORM

This form is to be used by all staff including teachers, public servants and ancillary staff in the School sector, Department for Education and Child Development (DECD) for the application of sick leave, annual leave, retention leave and family carers leave deducted from applicant's sick leave balance.

With the exception of retention leave, this application form will only apply to the location and job as stated within the applicant details section of this application. Should applicants hold separate yet concurrent appointments and wish to apply for leave at more than one location, separate applications MUST be submitted for leave at each appointment / location.

Employees working under the same award at multiple sites and taking a period of retention leave must complete an application form VL154 to cover all time normally rostered at each site within that period. It must be signed by the Principal/Pre-school Director/Line Manager of the site that will be most impacted by the leave, with the expectation that verbal approval has been given from the other relevant site(s). If employed under more than one award, then separate applications and approvals will be necessary. Indicate the type of leave required by placing a tick in the appropriate square.

### ANNUAL LEAVE (PSM Act Staff)

Annual Leave is granted to staff employed under the PSM Act and PSM Act conditions. This is on the condition that if an officer leaves the Public Service before completing service appropriate to the amount of leave granted, the monetary equivalent of the excess leave is to be refunded or repaid, whichever is applicable.

As at July 1st 2003, Annual Leave may not be taken in advance of accrued leave. Annual leave must be applied for so that applicant's entitlement earned in a service year is taken before the end of the following year of service. Employees requesting payment of Annual Leave in advance should submit this form to the Supervisor, Payroll Services at least four complete weeks before commencement of their leave to allow for processing of their application.

Payment of Annual Leave in advance will be made only to the last payday which falls due during the period of the leave. Payment for the balance of the period of leave will be made in the first payday following return to duty. In addition, Annual Leave will not be paid in advance where the employee will be on duty on the payday falling due in the pay period in which the leave was taken. Payment of Leave Loading in respect of Annual Leave is automatically made when your application is processed. This will be included in your first pay for the period of leave involved provided that the application is received in sufficient time to allow processing for that pay (see note on Annual Leave).

### SICK LEAVE

Teachers employed in schools under the Education Act can record sick leave as 1.0 or 0.5 of a day only. Please Note: Part-time teachers in schools can only apply for sick leave in whole (1.0) days. Preschool teachers, ECWs, SSOs, AEWs, GSEs, and PSM Act employees can claim sick leave in fraction of time or in hours (to the nearest 0.25 hours).

### RETENTION LEAVE (refer to DECD website for more information about retention leave).

Retention Leave that has accrued for employees with greater than 15 years of effective service can only be taken in whole days. Effective service does not include periods between contracts or some forms of leave without pay.

School Sector Teachers must apply for retention leave in working days. A part-time school sector teacher will have a balance in full-time equivalent days and must apply for leave according to the fraction of time when the leave is taken. The available balance will vary according to the teachers' fraction of time when the leave is taken. For example, a teacher appointed 0.8 time, may have a balance of 3.2 FTE days available. The application must be based on the appointed time for each working day of leave and so in this example, the employee could apply for a maximum of 4 days, (3.2/0.8). If taking 3 days of leave, then 2.4 FTE days would be used to reduce the balance.

Claim paid employees can apply for leave if they have accrued sufficient days or hours to cover a standard day, eg 7.5 hours for an Hourly Paid Instructor or 1 day for a Temporary Relief Teacher

All other eligible staff not covered above must apply for the equivalent hours taken as follows;

If employed full-time without a work pattern sum the base hours (eg 7.25, 7.5, 7.6 etc) for each working day of leave.

If employed as a Government Services Officer with one PDO per month, then each day of leave will be 8 hours.

If a work pattern exists, sum the hours applicable on each working day of leave, eg if part-time working 6 hours Monday and 5 hours Tuesday, an application for those 2 days must be for 11 hours.

### PAID PARTNER LEAVE

Subject to this clause, an employee (other than a casual employee) is entitled to access up to one calendar week (i.e five working days) pro-rata for part-time employee) of their accrued sick leave entitlement on the birth or adoption of a child/ren for whom the employee has direct parental care responsibility. The leave will be taken as full working day/s within 3 months of the birth of adoption of the child/ren.

It is not intended that this paid partner leave entitlement will detract from any more beneficial entitlement or arrangement applicable within an agency as at the commencement of this clause (i.e an 'existing arrangement'). An employee can make use of that existing arrangement or the paid partner leave, but not both.

Except in relation to an existing arrangement; an agency's specific paid partner leave policy; or a requirement of this clause, the administrative arrangements within an agency for taking this leave will generally be as applicable to Family Carer's Leave.

### All other eligible staff not covered above must apply for the equivalent hours taken as follows;

If employed full-time without a work pattern sum the base hours (eg 7.25, 7.5, 7.6 etc) for each working day of leave.

If employed as a Government Services Officer with one PDO per month, then each day of leave will be 8 hours.

If a work pattern exists, sum the hours applicable on each working day of leave, eg if part-time working 6 hours Monday and 5 hours Tuesday, an application for those 2 days must be for 11 hours

### WORKING WHILE ON APPROVED LEAVE

Under no circumstances can you work within DECD while you are on approved leave.

If you wish to work outside DECD while on leave then you must apply for approval prior to commencing work. To apply please complete the form – Request to Work Outside DECD (VL198).